Chapter 2

# Try It Yourself: Identify Extreme Data Values

## Excel Instructions

1. Open vote.csv as an Excel file.
2. Verify that age is in column C.
3. Calculate the age range of the oldest 5%.
   1. Highlight the age column and select Sort & Filter → Filter.
   2. Click the gray arrow in the filter dropdown → Number Filters, and select Top 10.
   3. Change “10” to “5” and change “Item” to “Percent”. Click Ok.
   4. Highlight the age column again and select Sort & Filter → Sort Largest to Smallest and Smallest to Largest. When prompted with a warning, click Continue with the current selection only to sort the filtered data.
   5. Record the largest and smallest age values in this filtered sample of the oldest 5% (top 5%). Write this down, this is age range of the oldest 5%.
4. Calculate the age range of the youngest 5%.
   1. Highlight the age column and select Sort & Filter → Filter.
   2. Click the gray arrow in the filter dropdown Number Filters, and select Top 10.
   3. Select “Bottom” instead of “Top” from the dropdown menu.
   4. Change “Top” to “Bottom”, “10” to “5” and change “Item” to “Percent”. Check Auto Apply or click Apply Filter. Click Ok.
   5. Highlight the age column again and select Sort & Filter → Sort Smallest to Largest and Largest to Smallest. When prompted with a warning, click Continue with the current selection only to sort the filtered data.
   6. Record the smallest and largest age values in this filtered sample of the youngest 5% (bottom 5%). Write this down, this is your age range of the youngest 5%.
5. Count respondents above age 100 and below age 18:
   1. Type the formula in Cell J1:

=COUNTIF(C:C,">100")

* 1. Type “Number of respondents above 100” in Cell I1.
  2. Type the formula in Cell J2:

=COUNTIF(C:C,"<18")

* 1. Type “Number of respondents below 18” in Cell I2.